

**IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF ALABAMA  
NORTHERN DIVISION**

**BERLIE CATLIN MOORE,**  
**#240553**

**Plaintiff,**

**VS.**

**FRANK LEE YOUTH CENTER,**  
**et al.**

**Defendants.**

**CASE NO.: 2:07-CV-195-ID**

**SUPPLEMENTAL SPECIAL REPORT**

**COME NOW** Defendants, **Debra Martin and Vivian Langford**, by and through Troy King, Attorney General for the State of Alabama, via undersigned counsel, and do hereby submit the following Supplemental Special Report.

**PARTIES**

1. The Plaintiff, Berlie Moore, (“Mr. Moore”) is an Alabama Department of Corrections (“ADOC”) inmate, incarcerated at the Frank Lee Youth Center (“FLYC”) in Deatsville, Alabama.
2. Mr. Moore has named the following Defendants:
  - a. Debra Martin (“Specialist Martin”), Classifications Specialist, for the FLYC, who is employed by ADOC.
  - b. Vivian Langford (“Sgt. Langford”), Correctional Officer II (“COII”), for the FLYC, who is employed by ADOC.

**PLAINTIFF'S ALLEGATIONS AND DEMANDS**

Mr. Moore alleges in his complaint that the Defendants have violated his constitutional rights. Specifically, Mr. Moore alleges:

1. Specialist Martin refuses to reclassify him to a lower custody status because he is unable to pass his welding certification exam.
2. Sgt. Langford threatens and harasses Mr. Moore.

Mr. Moore wants to be transferred to another ADOC facility.

Additionally, this Honorable Court has determined that Mr. Moore raised two additional claims:

- (i) the Defendants discriminated against him in the classification process due to his handicap; and
- (ii) the Defendants forced him to attempt a trade, i.e., welding, that he is not capable of performing because of his handicap.

Defendants carefully read Plaintiff's Amended Complaint and determined that Mr. Moore either appreciates the Court's relief, or asks the Court for no relief other than to be transferred.

**DEFENDANTS' EXHIBITS**

1. Exhibit A – Affidavit of James E. Wilson, Dean of Students at J.F. Ingram State Technical College (Ingram).

**DEFENDANTS' RESPONSE**

1. Mr. Moore chose to enter the welding program, and may change his major to any of the other programs listed in the exhibit attached to Dean Wilson's affidavit.
2. Dean Wilson's affidavit is self explanatory, and Defendants have nothing to add at this time.

**STATEMENT OF UNDISPUTED FACTS**

Mr. Moore chose to enter the welding program, and may change his major to any of the other programs listed in the exhibit attached to Dean Wilson's affidavit.

**CONCLUSION**

Plaintiff's allegations of discrimination are completely unfounded.

RESPECTFULLY SUBMITTED,

TROY KING  
ATTORNEY GENERAL  
KIN047

/s/ J. Matt Bledsoe\_\_\_\_\_  
J. Matt Bledsoe (BLE 006)  
ASSISTANT ATTORNEY GENERAL  
Counsel for Defendants Vivian Langford  
& Debra Martin

OF COUNSEL:

OFFICE OF THE ATTORNEY GENERAL  
11 South Union Street  
Montgomery, AL 36130  
(334) 242-7443  
(334) 242-2433 (fax)

**CERTIFICATE OF SERVICE**

I hereby certify that I have, this 12<sup>th</sup> day of June, 2007, electronically filed the foregoing pleading with the Clerk of the Court using the CM/ECF system, and that I have further served a copy of the foregoing on the Plaintiff, by placing same in the United States Mail, postage prepaid and properly addressed as follows:

Berlie Catlin Moore, #240553  
Frank Lee Youth Center  
PO Box 220410  
Deatsville, AL 36022

/s/ J. Matt Bledsoe

OF COUNSEL

IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF ALABAMA  
NORTHERN DIVISION

BERLIE CATLIN MOORE,	)	
#240553	)	
	)	
Plaintiff,	)	
	)	
VS.	)	CASE NO.: 2:07-CV-195-ID
	)	
FRANK LEE YOUTH CENTER,	)	
et al.	)	
	)	
Defendants.	)	

**AFFIDAVIT OF JAMES E. WILSON**

Before me, the undersigned notary public in and for said State and County, personally appeared James E. Wilson, who, after being duly sworn, deposed and said as follows:

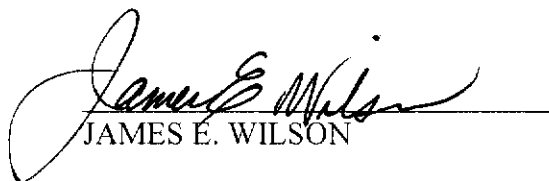
1. My name is James E. Wilson. I am the Dean of Students at J.F. Ingram State Technical College (Ingram), and I am over the age of twenty one (21).
2. Berlie Cathlin Moore (Mr. Moore), AIS# 240553, was ordered to complete a vocational training course on May 2, 2005.
3. Mr. Moore enrolled for classes at Ingram in Fall 2006. (Ex. A. p. 9.)
4. On Mr. Moore's first admission application, dated August 2, 2006, he wrote a "W" indicating his desired program of study. The Admission




Office determined the "W" to mean that Mr. Moore was declaring Ingram's regular welding program as his major.

5. Mr. Moore was took a basic skills test after applying, and it was determined that Mr. Moore did not qualify for immediate placement in the welding program. Mr. Moore's test scores indicated that he needed to complete Ingram's college prep course before enrolling in the welding program.
6. Later, Mr. Moore chose to study welding in the Horizon program. The Horizon program is an accelerated program for ADOC inmates that are serving shorter sentences.
7. While enrolled in the Horizon program, Mr. Moore is allowed to change his field of study one time only.
8. Mr. Moore has never requested a change in his field of study. Therefore, he may choose another field of study listed in Exhibit A, on pages 10-25.
9. However, since Mr. Moore withdrew from the basic college prep courses on September 28, 2006, he will need to complete the college prep courses before he can re-enroll in a different vocational training course. (Ex. A, p. 7.)

The above information is true and correct to the best of my knowledge and belief."

  
JAMES E. WILSON

Sworn to and subscribed before me on this the 8<sup>th</sup> day of June, 2007.

  
NOTARY PUBLIC  
NOTARY PUBLIC STATE OF ALABAMA AT LARGE  
MY COMMISSION EXPIRES: Dec 29, 2008  
BONDED THRU NOTARY PUBLIC UNDERWRITERS

ALABAMA DEPARTMENT OF CORRECTIONS - PROGRESS REVIEW FORM - MAY 7, 2007

AIS #: 00240553 SSN: 419-11-6786 RACE/SEX: B/M DATE OF BIRTH: 06/30/1981  
 NAME: MOORE, BERLIE CUSTODY: MIN9 SECURITY LEVEL: 2  
 INST: FRANK LEE YOUTH CENTER TIME SRVD: 02Y01M05 LAST DISC: 01 19 2007  
 CRIME: YOUTHFUL OFFENDER ACT MIN REL DT: 03/30/2008 ACTIVE DET: 1

DISC: BEING FIRED FROM JOB

PRL CONS: 09/01/2007 EDUCAT LEV: 10

NL/PCM: KITCHEN

PRM OCCUR: UNEMPLOYED

RECOMMENDED INSTITUTION: FLYCRECOMMENDED CUSTODY: MIN

JUSTIFICATION: Moore is not eligible for further reduction at this time due to being court ordered to complete vocational training.

IDENTIFY ENEMY LIST WAS REVIEWED AND UPDATED:

APP. S/L:

CLASSIFICATION SPECIALIST

5/19/07  
DATE

WARDEN OR DESIGNEE

DATE

PSYCHOLOGIST/PSYCHOLOGIST'S ASSOC. DATE

CLASSIFICATION COORDINATOR DATE

## CENTRAL REVIEW BOARD ACTION

APPROVED \_\_\_\_\_ DENIED; DIVERTED TO: \_\_\_\_\_

REASONS: \_\_\_\_\_

CRB MEMBER

DATE

APPROVED \_\_\_\_\_ DENIED; DIVERTED TO: \_\_\_\_\_

REASONS: \_\_\_\_\_

CRB MEMBER

DATE

APPROVED \_\_\_\_\_ DENIED; DIVERTED TO: \_\_\_\_\_

REASONS: \_\_\_\_\_

CRB MEMBER

DATE

FINAL DECISION: INST FLYC CUSTODY MIN DATE 5/18/07DATE INMATE INFORMED: 5/18/07 INMATE'S SIGNATURE: Berlie Moore

COPY SENT TO INMATE



(c17)

507

Elmore for VOT train or after VOC train. RECOMMENDED CUSTODY: Mizur

I CERTIFY ENEMY LIST WAS REVIEWED AND UPDATED: NK5 5/5/06 APP. S/L:

DATE 5/12/06

David Park 5/12/06  
WARDEN OR DESIGNEE DATE  
M. L. B. (not in T.)

CLASSIFICATION COORDINATOR DATE

ON 70 764 de

max 6/16/06

CRB MEMBER COB DATE \_\_\_\_\_  
REASONS: A. Caplan 6/26/00  
CRB MEMBER \_\_\_\_\_ DATE \_\_\_\_\_

2015

FMC CUS

Min DATE

6/26/06

cc

INMATE'S SIGNATURE:

X Beddie Moore

CHF  
16-00113/06/AS  
LY

Am. Works BM

Physically cleaned by A.C. to  
do manual labor

4

Moore v FLYC  
00002

N079  
1/92**INMATE RECLASSIFICATION  
SECURITY LEVEL**Name Moore, Berke Number 246553  
SPECIALIST #144 DATE 5, 15, 06**1. HISTORY OF INSTITUTIONAL VIOLENCE**

(Jail or prison, code most serious within last five years)

None ..... 0  
 Assault not involving use of a weapon or resulting in serious injury ..... 3  
 Assault either weapon or serious injury but not both ..... 5  
 Assault or fighting involving use of a weapon and/or resulting in  
 serious injury or death ..... 7

Score

**2. Did above assault occur within last six months?**

Yes ..... 3  
 No ..... 0

Score

**3. SEVERITY OF CURRENT OFFENSE**

(Refer to the severity of offense scale on back of form. Score the most serious offense if there are multiple convictions.)

Low ..... 0  
 Low/Moderate ..... 2  
 Moderate ..... 3  
 High ..... 4  
 Highest ..... 6

Score

**4. PRIOR ASSAULTIVE OFFENSE HISTORY**

(Score the most severe in inmate's history. Refer to the Severity of Offense Scale.)

None, Low, or Low/Moderate ..... 0  
 Moderate ..... 3  
 High ..... 4  
 Highest ..... 5  
 Deduct 1 point from "Highest" Level if more than 5 years ago of free world time ..... -1  
 TOTAL (add items 1 through 4) ..... 6

Score

TOTAL

If score is 10 or over, use Schedule A. If score is under 10, complete the remainder of the scale.

If inmate now over 35 years old with no disciplinarys last 5 years and score on schedule A 10 or 11, deduct 2 points and continue scoring using Schedule B.

**5. ESCAPE HISTORY (Rate last 5 years of incarceration)**

No escapes or attempts ..... -3  
 An escape or attempt from equivalent of minimum or community based facility,  
 no actual or threatened violence.  
 Over 1 year ago ..... 0  
 Within the last year ..... 1

Score

Submit white copy (original) to CRB for approval. Retain pink copy for suspense in file until reviewed by CRB.

Page 1

Moore v FLYC  
00003

## INMATE RECLASSIFICATION SECURITY LEVEL

An escape or attempt from equivalent of a level III or higher facility or an escape from minimum or community facility custody with actual or threatened violence:

Over 1 year ago ..... 5  
Within the last year ..... 7  
2 or more within 5 years ..... 8

**6. TIME TO EARLIEST RELEASE**

0-6 months ..... 0  
7-12 months ..... 1  
13-24 months ..... 3  
25-36 months ..... 4  
More than 36 months ..... 5

**7. NUMBER OF DISCIPLINARY REPORTS**

None in the last 18 months ..... -3  
None in the last 12 months ..... -2  
None in the last 6 months ..... -1  
One in the last 6 months ..... 1  
Two or more major in last 6 months ..... 4

**8. MOST SEVERE DISCIPLINARY REPORT RECEIVED (Last 18 months)**

None ..... 0  
Low/Moderate ..... 1  
Moderate ..... 2  
High ..... 5  
Highest ..... 7

**9. CURRENT DETAINER (Score most serious)**

None ..... 0  
Notification only or misdemeanor ..... 0  
Felony- non-violent offense ..... 2  
Felony- violent offense or sentence to serve post-release ..... 4

**10. PRIOR FELONY CONVICTIONS**

None ..... 0  
One ..... 2  
Two or more ..... 4

**11. PROGRAM PARTICIPATION/COMPLETION (Maximum total -2 pts.)**

Intensive SAP (6Wks./8Wks./TCParticipation Min. 9 mos) ..... -2  
Increase Grade Level 3 Grades or GED ..... -2  
Complete Voc. Training or AA Degree Jr. College ..... -2

**TOTAL (Add items 1-11) Use Schedule B**

Score

Score

Score

Score

Score

Score

Total  
Score

## INMATE RECLASSIFICATION SECURITY LEVEL

I. Security Level indicated by point score I

II. Recommended Security Level IV

If I and II differ, give institutional special security level consideration(s).

Code

Reason

Code

Reason

Code

Reason

Code

Reason

III. Recommended Institution(s)

1.

2.

If security level of institution(s) is inconsistent with recommended security level, list Special Institutional Placement Considerations.

1.

Code

Reason

2.

Code

Reason

### CENTRAL REVIEW BOARD

Approved Security Level

Reason(s) (if different from security level by score)

Signature

Date

Approved Security Level

Reason(s) (if different from security level by score)

Signature

Date

Approved Security Level

Reason(s) (if different from security level by score)

Signature

Date

Submit white copy (original) to CRB for approval. Retain pink copy for suspense in file until reviewed by CRB.

## INMATE REQUEST SLIP

Name Beckie Moore Quarters 413 Date 1-6-06AIS # 240553

( ) Telephone Call ( ) Custody Change ( ) Personal Problem  
 ( ) Special Visit ( ) Time Sheet (X) Other

Briefly Outline Your Request - Then Drop In Mail Box

*will someone check and see if my  
 name is on the Horizon list if  
 not will someone please add it Thank you*

Do Not Write Below This Line - For Reply Only

☒ Approved☐ Denied☐ Pay Phone☐ Collect Call

Request Directed To: (Check One)

( ) Warden ( ) Deputy Warden ( ) Captain  
 (X) Classification Supervisor ( ) Legal Officer - Notary Public ( ) Record Office

N176

**COURSE WITHDRAWAL/TERMINATION FORM**

\*\*\*To Be Used Only After Drop/Add Period\*\*\*  
(Please Print All Information In Blue or Black Ink)

DATE: 09/29/2006 ☒ Withdrawal from Course(s) ☐ Termination of Enrollment  
Last Name: MOORE First Name: Berlie Middle/Maiden Name: C.  
Social Security Number: 419,11,1678 AIS Number: 240553 Program of Study \_\_\_\_\_  
Correctional Facility: FLYC Term: ☐ Spring ☐ Summer ☐ Fall Semester 20\_\_\_\_

**REASON FOR WITHDRAWAL**

(Check One)

- ☐ Disciplinary Action (ISTC or DOC) ☐ Lack of Interest in School ☐ Nonattendance  
☐ Failure to Meet Standards of Academic Progress ☐ Other

Specific Reasons for Withdrawal/Termination (Student Services Representative): \_\_\_\_\_

For grade purposes, the date of withdrawal/termination is the *last date of attendance*. Students who withdraw before the date of mid-term will receive the grade of "W". Students who withdraw after the date of mid-term will receive the grade of "WP".

**Course/Courses being Dropped**

Course Number	Course Title	Last Date Attended	Grade	For Instructor Use Only Instructor's Signature
BSS100				
BSS118				
CDV090				
COM2111				
COM092				
CP-2				
MATL24				
MAT090				
RT100DD				
SDGLIS				
SDG-083				

Student Signature: Berlie C. Moore

Advisor Signature: \_\_\_\_\_

Student Services Signature: \_\_\_\_\_

Keyed by/Date: \_\_\_\_\_

SS003  
10/26/04

Moore v FLYC  
00007

JF INGRAM STAT TECHL COLG  
PO BOX 220350  
DEATSVILLE AL 36022 0350

<><> N O N - C R E D I T <><>  
<><> U N O F F I C I A L T R A N S C R I P T <><> AS OF DATE: 05/31/2007

NAME: BERLIE CATLIN MOORE  
ADM DATE: 12/11/2006

MAIL ADDR: PO BOX 220410  
DEATSVILLE AL  
36022 (334)290-3200

BIRTH DATE: 06/30/1981  
HIGH SCHOOL:  
HS LOCATION:

SEX: MALE  
STU NUM: 419116786

=====

PROGRAM: WIA WORKFORCE INVESTMENT AC FIRST TERM: FA0607 LAST TERM: FA0607

ACT EQV  
COHR COHR CRHR  
1.1 25

=====

PRO		COURSE HI	ST	COHR	ACT COHR	EQV CRHR	COMMENTS
FA0607	--WIA	WDT030 M01	S	1.1	25		SATISFACTO
WORKFORCE WELDING			TRM:	1.1	25		
			CUM:	1.1	25		

...END OF STUDENT TRANSCRIPT...

JF INGRAM STAT TECHL COLG

PO BOX 220350

DEATSVILLE AL 36022 0350

&lt;&gt;&lt;&gt; U N O F F I C I A L T R A N S C R I P T &lt;&gt;&lt;&gt; AS OF DATE: 05/31/2007

NAME: BERLIE CATLIN MOORE

MAIL ADDR: P O BOX 220410

ADM DATE: 08/03/2006

DEATSVILLE

AL

36022 (334)290-3200

BIRTH DATE: 06/30/1981

BIRTHPLACE:

HIGH SCHOOL: UNKNOWN

SEX: MALE

HS LOCATION:

00000

STU NUM: 419116786

LAST GRADE: 10

PROGRAM: UND UNDECLARED DEGREE

FIRST TERM:FA0607

LAST TERM:FA0607

OPTION: NDS NON-DEGREE SEEKING

TRF OPT: N NOT TRS STUDENT

CLASS: CT FRESHMAN

ADVISOR: 68 LEWIS JR

A

EXIT FA0607 : WD WITHDRAWN

&lt;&lt;&lt;&lt;CUMULATIVE&gt;&gt;&gt;&gt;

&lt;&lt;&lt; TRANSFER &gt;&gt;&gt;&gt;

&lt;&lt; DEV HR &gt;&gt;

SCH

&lt;&lt; CREDIT HOUR &gt;&gt;

ATTEM ERN'D Q.P.

SCHD ERN'D

HRS

ATTEM ERN'D

Q.P.

GPA

9.000

13.000

PRO OPT TO CC DV

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FA0607

UND NDSN

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COURSE

HI M GR

ATTM

ERND

Q.P.

TYP

CAREER PLANNING AND PERSON BSS100

1

W

&lt; 1.000&gt;

C

Basic English I

COM092

W

&lt; 3.000&gt;

C

Basic Mathematics

MAH090

W

&lt; 3.000&gt;

C

Orientation Non-Degree

ORT100

W

&lt; 3.000&gt;

C

Developmental Reading I

RDG083

W

&lt; 3.000&gt;

C

FA0607 WD WITHDRAWN

09/28/2006

TRM GPA:

TRM:

(DEV)

9.000

CUM GPA:

CUM:

(DEV)

9.000

...END OF STUDENT TRANSCRIPT...



# Automotive Body Repair (ABR)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
ABR 111	Non-Structural Repair		3	
ABR 112	Non-Structural Panel Replacement		3	
ABR 155	Automotive MIG Welding		3	
ABR 156	Auto Cutting and Welding		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>15</b>		
ABR 211	Structural Analysis		3	
ABR 212	Structural Repair		3	
ABR 255	Steering and Suspension		3	
ABR 257	Advanced Structural Repair		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Third Semester</b>		<b>15</b>		
ABR 121	Refinishing Materials and Equipment		3	
ABR 122	Surface Preparation		3	
ABR 251	Color Adjustment		3	
ABR 256	Topcoat Applications		3	
MAH 101	Vocational Technical Mathematics		3	
<b>Fourth Semester</b>		<b>15</b>		
ABR 221	Mechanical Components		3	
ABR 222	Electrical Components		3	
ABR 254	Collision Damage Reports		3	
ABR 154	Auto Trim and Glass		3	
DPT 100	Vocational Technical Computers		3	
			<u>60</u>	

# Automotive Mechanics (AUM)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>12</b>		
AUM 101	Fundamentals of Automotive Technology		3	
AUM 111	Automotive Electrical Systems		3	
AUM 112	Starting, Charging Systems & Accessories		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>12</b>		
AUM 121	Braking Systems		3	
AUM 122	Steering, Suspension and Alignment		3	
AUM 123	Engine Principles		3	
DPT 100	Vocational Technical Computers		3	
<b>Third Semester</b>		<b>12</b>		
AUM 131	Powertrain Fundamentals		3	
AUM 132	Automotive Heating and Air Conditioning		3	
AUM 211	Automotive Electronics		3	
COM 100	Vocational Technical English I		3	
<b>Fourth Semester</b>		<b>12</b>		
AUM 212	Fuel Systems		3	
AUM 214	Ignition Systems		3	
AUM 221	Engine Repair		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Fifth Semester</b>		<b>12</b>		
AUM 222	Manual Transmission and Transaxles		3	
AUM 231	Automotive Transmission and Transaxles		3	
AUM 240	Engine Performance		3	
AUM 181/281	Special Topics		<u>3</u>	
			60	

# Barbering (BAR)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
BAR 110	Orientation to Barbering		3	
BAR 112	Bacteriology and Sanitation		3	
BAR 113	Barber-Styling Lab		3	
BAR 115	Hair Cutting Basics		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>15</b>		
BAR 111	Science of Barbering		3	
BAR 120	Properties of Chemistry		3	
BAR 121	Chemical Hair Processing		3	
COM 100	Vocational Technical English I		3	
DPT 100	Vocational Technical Computers		3	
<b>Third Semester</b>		<b>12</b>		
BAR 130	Marketing and Business Management		3	
BAR 132	Hair Styling and Design		3	
BAR 114	Advanced Barber-Styling Lab		3	
SPC 106	Fundamentals of Oral Communications		<u>3</u>	
			<b>42</b>	

# Cabinetmaking (CAB)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
CAB 101	Introduction to Cabinetmaking		3	
CAB 102	Introductory to Lumber		3	
CAB 103	Size Dimension and Joints		3	
CAB 104	Cabinet Shop Operations		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>16</b>		
CAB 140	Wood Finishing Fundamentals		2	
CAB 110	Equipment Maintenance Fundamentals		3	
CAB 204	Cabinetmaking and Millwork		5	
CAB 122	Job Planning and Level Instruments		3	
DPT 100	Vocational Technical Computers		3	
<b>Third Semester</b>		<b>13</b>		
CAB 220	Basic Carpentry		3	
CAB 141	Wood Finishing		2	
CAB 205	Furniture Construction		5	
COM 100	Vocational Technical English I		3	
<b>Fourth Semester</b>		<b>16</b>		
CAB 225	Kitchen and Bath Design		6	
CAB 206	Special Projects in Furniture Construction		3	
CAB 211	Cabinet Installation and Trim Work		2	
CAB 230	Estimating Costs in Cabinetmaking		2	
SPC 106	Fundamentals of Oral Communication		3	
			<u>60</u>	

**Carpentry (CAR)**  
**Program of Study**  
**Short Certificate (<26)**

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>9</b>		
CAR 111	Construction Basics		3	
CAR 112	Floors, Walls, Site Preparation		3	
CAR 113	Floors, Walls, Preparation Lab		3	
<b>Second Semester</b>		<b>9</b>		
CAR 114	Introduction to Carpentry Tools and Materials		3	
CAR 121	Introduction to Blueprint Reading		3	
CAR 122	Concrete and Forming		3	
<b>Third Semester</b>		<b>6</b>		
CAR 123	Concrete and Forming Lab		3	
CAR 124	Wall and Floor Specialties		<u>3</u>	
			24	

# Commercial Food Service (CFS)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>13</b>		
CSF	101	Orientation to Food Service Industry	2	
CSF	110	Basic Food Preparation	3	
CSF	111	Foundations in Nutrition	3	
CSF	112	Sanitation, Safety, and Food Service	2	
COM	100	Vocational Technical English I	3	
<b>Second Semester</b>		<b>14</b>		
CFS	102	Catering	2	
CFS	114	Meal Management	3	
CFS	116	Food Preparation: Dairy Products and Eggs	3	
CFS	213	Food Purchasing and Cost Communication	3	
SPC	106	Fundamentals of Oral Communication	3	
<b>Third Semester</b>		<b>15</b>		
CFS	141	Food Production for Special Operations	2	
CFS	201	Meat Preparation and Processing	2	
CFS	251	Menu Design	2	
CFS	181/281	Special Topics in Commercial Food Service	3	
MAH	101	Vocational Technical Mathematics I	3	
DPT	100	Vocational Technical Computers	<u>3</u>	
			42	

# Diesel Mechanics (DEM)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
DEM 111	Safety Tolls and Management		3	
DEM 126	Advanced Engine Analysis		3	
DEM 129	Diesel Engine Lab		3	
DEM 160	Advanced Engine Analysis II		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>14</b>		
DEM 127	Fuel Systems		3	
DEM 147	Fuel and Ignition Systems		3	
DEM 152	Distributor Pump Fundamentals		3	
DEM 153	Inline Pump Fundamentals		3	
DEM 181	Special Topics in Diesel (Lab)		2	
<b>Third Semester</b>		<b>16</b>		
DEM 124	Electronic Engine Systems		3	
DEM 131	Computer Applications for Diesel Mechanic		3	
DEM 136	Electrical Systems		3	
DEM 182	Special Topics in Diesel (Lab)		2	
COM 100	Vocational Technical English I		3	
DPT 100	Vocational Technical Computers		3	
<b>Fourth Semester</b>		<b>15</b>		
DEM 116	Track Vehicle Trains		3	
DEM 122	Heavy Vehicle Brakes		3	
DEM 123	Pneumatics and Hydraulics		3	
DEM 135	Heavy Vehicle Steering and Suspension		3	
SPC 106	Fundamentals of Oral Communication		<u>3</u>	
			<b>60</b>	

# Drafting and Design Technology (DDT)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>12</b>		
DDT 103	Introduction to Computer Aided Drafting		3	
DDT 111	Fundamentals of Drafting and Design Technology		3	
DDT 112	Introductory Technical Drawing		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>12</b>		
DDT 131	Machine Drafting Basics		3	
DDT 121	Intermediate Technical Drawing		3	
DDT 122	Advanced Technical Drawing		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Third Semester</b>		<b>12</b>		
DDT 123	Intermediate CAD		3	
DDT 132	Architectural Drafting		3	
DDT 226	Technical Illustration		3	
DPT 100	Vocational Technical Computers		3	
<b>Fourth Semester</b>		<b>12</b>		
DDT 231	Advanced CAD		3	
DDT 236	Design Project		3	
DDT 249	Advanced CAD Applications		3	
MAH 100	Intermediate College Algebra		3	
<b>Fifth Semester</b>		<b>12</b>		
DDT 222	CAD Customization		3	
DDT 234	Graphic and Animation		3	
DDT 235	Specialized CAD		3	
DDT 181/281	Special Topics in Drafting and Design Technology		<u>3</u>	
			60	



# Electrical Technology (ELT)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
ELT 101	DC Principals of Electricity		3	
ELT 102	AC Principals of Electricity		3	
ELT 111	Residential Wiring Methods		3	
ELT 131	Commercial/Residential Wiring I		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>15</b>		
ELT 112	Advanced Residential Wiring Methods		3	
ELT 121	Basic AC/DC Machines		3	
ELT 132	Commercial/Industrial Wiring II		3	
ELT 211	Motor Control I		3	
DPT 100	Vocational Technical Computers		3	
<b>Third Semester</b>		<b>15</b>		
ELT 122	Advanced AC/DC Machines		3	
ELT 212	Motor Control II		3	
ELT 241	National Electric Code		3	
ELT 244	Conduit Bending/Installation		3	
COM 100	Vocational Technical English I		3	
<b>Fourth Semester</b>		<b>15</b>		
ELT 216	Motor Repair and Winding		3	
ELT 231	Programmable Controls I		3	
ELT 242	Journeyman-Master Prep Exam		3	
ELT 181	Special Topics in Electrical Technology		3	
SPC 106	Fundamental of Oral Communication		<u>3</u>	
			<b>60</b>	

# Furniture Refinishing (FUR)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
FUR 111	Introduction to Painting and Refinishing		6	
FUR 112	Tools and Machinery in Furniture Refinishing		3	
FUR 113	Wood Surface Preparation Lab		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>15</b>		
FUR 114	Lacquer Finishes Fundamentals		3	
FUR 121	Lacquer Finishes Fundamentals		6	
FUR 122	Lacquer Finishes Lab		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Third Semester</b>		<b>12</b>		
FUR 123	Furniture Refinishing And Restoration		3	
FUR 124	Furniture Refinishing And Restoration Lab		3	
SPC 106	Fundamental of Oral Communication		3	
DPT 100	Vocational Technical Computers		<u>3</u>	
			<b>42</b>	

# Horticulture (HOC)

## Program of Study

### Short Certificate (<26)

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>9</b>		
HOC 110	Introduction to Horticulture Science		3	
HOC 120	Plant Propagation		3	
HOC 115	Soils and Fertilizes		3	
<b>Second Semester</b>		<b>9</b>		
HOC 130	Nursery Production		3	
HOC 135	Ornamental Plant Identification and Culture		3	
HOC 125	Turf Management		3	
<b>Third Semester</b>		<b>8</b>		
HOC 181/281	Special Topics in Horticulture*		3	
HOC 210	Greenhouse Management		3	
HOC 176	Advanced Studies in Horticulture		<u>2</u>	
			<b>26</b>	

**\*HOC 181/281 Special Topics in Horticulture**

Topics to be covered

1. Residential Landscape Design
2. Vegetable and Orchard Crops
3. Ornamental Plant and Pest Management

# Masonry (MAS)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
MAS 111	Masonry Fundamentals		3	
MAS 121	Brick/Block Masonry		3	
MAS 131	Residential/Commercial		3	
MAS 151	Masonry Fundamentals		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>15</b>		
MAS 152	Masonry Fundamentals Lab		3	
MAS 161	Concrete Block Masonry		3	
MAS 162	Brick Masonry Lab		3	
MAS 171	Residential/Commercial		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Third Semester</b>		<b>15</b>		
MAS 211	Stone Masonry		3	
MAS 221	Specialized Masonry		3	
MAS 231	Basic Cement Masonry		3	
MAS 252	Fireplace Construction		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Fourth Semester</b>		<b>15</b>		
MAS 261	Specialized Masonry		3	
MAS 271	Basic Cement Masonry Lab		3	
MAS 251	Stone Masonry Lab		3	
MAS 181/281	Special Topics in Masonry		3	
DPT 100	Vocational Technical Computers		<u>3</u>	
			<b>60</b>	

# Plumbing (PLB)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
PLB 111	Introduction to Plumbing		3	
PLB 112	Plumbing Applications		3	
PLB 113	Pipes and Fittings		3	
PLB 114	Joining Pipes and Fittings		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>15</b>		
PLB 115	Pressure and Non Pressure		3	
PLB 116	Pressure and Non Pressure System Applications		3	
PLB 117	Plumbing Codes		3	
PLB 118	Code Applications		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Third Semester</b>		<b>15</b>		
PLB 211	Repair and Installation		3	
PLB 212	Plumbing Repair and Installation lab		3	
PLB 217	Pumps and Compressors		3	
PLB 218	Pumps and Compressors Applications		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Fourth Semester</b>		<b>15</b>		
PLB 181	Special Topics In Plumbing		3	
PLB 281	Special Topics in Plumbing		3	
PLB 213	Process Piping		3	
PLB 214	Process Piping		3	
DPT 100	Vocational Technical Computers		<u>3</u>	
			60	

# Upholstery Automotive (UPH)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
UPH 111	Upholstery Fundamentals And Design		3	
UPH 113	Upholstery Design Auto Lab		3	
UPH 121	Correlating Decorative Elements		3	
UPH 123	Decorative Elements Auto Lab		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>12</b>		
UPH 211	Design Interior Furniture and Auto		3	
UPH 213	Design Interiors Auto Lab		3	
DPT 100	Vocational Technical Computers		3	
COM 100	Vocational Technical English I		3	
<b>Third Semester</b>		<b>15</b>		
UPH 215	Shop Management and Layout		3	
UPH 217	Upholstery Crafts and Accessories		3	
UPH 221	Automotive Upholstery and Design		3	
UPH 223	Interior Materials-Auto		3	
SPC 106	Fundamentals of Oral Communications		<u>3</u>	
			<b>42</b>	

# Upholstery Furniture (UPH)

## Program of Study

### Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>12</b>		
UPH 111	Upholstery Fundamentals And Design		3	
UPH 112	Upholstery Design Furniture Lab		3	
UPH 113	Upholstery Design Auto Lab		3	
COM 100	Vocational Technical English I		3	
<b>Second Semester</b>		<b>15</b>		
UPH 121	Correlating Decorative Elements		3	
UPH 122	Decorative Elements Furniture Lab		3	
UPH 123	Decorative Elements Auto Lab		3	
UPH 225	Advanced Furniture Techniques		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Third Semester</b>		<b>12</b>		
UPH 211	Design Interior Furniture and Auto		3	
UPH 212	Design Interiors Furniture Lab		3	
UPH 215	Shop Management and Layout		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Fourth Semester</b>		<b>6</b>		
UPH 183	Special Topics		3	
DPT 100	Vocational Technical Computers		<u>3</u>	
			45	

# Welding (WDT) Program of Study Certificate of Completion

		Required Hrs.	Hrs	Comments
<b>First Semester</b>		<b>15</b>		
WDT 111	Cutting Processes Theory		3	
WDT 151	Cutting Processes Lab		3	
WDT 114	Gas Metal Arc Fillet Theory		3	
WDT 154	Gas Metal Arc Lab		3	
MAH 101	Vocational Technical Mathematics I		3	
<b>Second Semester</b>		<b>15</b>		
WDT 112	Shielded Metal Arc Fillet Welding Theory		3	
WDT 152	Shielded Metal Arc Fillet Welding Lab		3	
WDT 168	Advanced SMAW Theory		3	
WDT 153	Shielded Metal ARC Welding Grooves Lab		3	
COM 100	Vocational Technical English I		3	
<b>Third Semester</b>		<b>15</b>		
WDT 113	Blueprint Reading Theory		3	
WDT 118	Blueprint Reading Lab		3	
WDT 157	Consumable Welding Processes Theory		3	
WDT 158	Consumable Welding Processes Lab		3	
SPC 106	Fundamentals of Oral Communication		3	
<b>Fourth Semester</b>		<b>15</b>		
WDT 161	Non-Consumable Welding Processes Theory		3	
WDT 162	Non-Consumable Welding Processes Lab		3	
WDT 228	Gas Tungsten Arc Fillet Theory		3	
WDT 268	Gas Tungsten Arc Fillet Lab		3	
COM 100	Vocational Technical Computers		3	
			<u>60</u>	



## Developmental Studies Course Descriptions

The following courses are remedial in nature and are designed to improve a students' reading, writing, and computational skills to the levels required for the degree and certificate general education courses.

### **COM 080 English Laboratory** **Prerequisite:** Determined by instructor.

**Credit Hours:** 1

This course which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

### **COM 092 Basic English I** **Prerequisite:** Appropriate placement score on the TABE entrance examination.

**Credit Hours:** 3

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed multi-sentence paragraphs.

### **COM 093 Basic English II**

**Prerequisite:** A grade of "S" (satisfactory) in COM 092 or appropriate placement score on the TABE entrance examination.

**Credit Hours:** 3

This course is a review of Composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

### **MAH 080 Mathematics Laboratory**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 2

This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual needs of the students. NCA

### **MAH 090 Basic Mathematics** **Prerequisite:** Appropriate placement score on the TABE entrance examination.

**Credit Hours:** 3

This is a developmental course reviewing arithmetical principles and computations designed to help student's mathematical proficiency for selected curriculum entrance. NCA

### **MAH 091-092 Developmental Algebra I-II**

**Prerequisite:** MAH 092 or appropriate mathematics placement score.

**Credit Hours:** 3

This sequence of developmental courses provides the student with a review of arithmetic and a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra. NCA

### **MAH 098 Elementary Algebra** **Prerequisite:** MAH 090 or appropriate mathematics placement score on the TABE entrance examination.

**Credit Hours:** 3

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; to solving equations; polynomials and factoring; and an introduction to systems of equations and graphs.

### **RDG 080 Reading Laboratory** **Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those other reading courses in which the student is enrolled.

### **RDG 083 Developmental Reading I**

**Prerequisite:** Appropriate placement score on the TABE entrance examination.

**Credit Hours:** 3

This course is designed to assist students whose placement scores

indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 Developmental Reading II**

**Prerequisite:** Appropriate placement score on the TABE entrance examination.

**Credit Hours:** 3

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 085 Developmental Reading III**

**Prerequisite:** RDG 084 or equivalent placement score.

This course is designed to assist students whose placement test score indicated serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

**College Preparatory Course Descriptions**

The following courses augment the academic offerings of developmental studies to provide (1) an orientation to the college and to occupational education in general and (2) an overview of the basic study skills and life skills necessary for success in postsecondary education.

**ORT 100 Orientation for Career Students**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 2

This course is designed to introduce the beginning student to college. College policies and regulations are covered as well as stress management, resume preparation, job application

procedures, and employment interviewing techniques.

**BSS 100 Career Planning and Personal Development**

**Prerequisite:** None

**Credit Hours:** 1

This course is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interest, values, skills, and personality needs to set career goals and establish strategies to achieve those goals.

**BSS 115 Success and Study Skills**

**Prerequisite:** None

**Credit Hours:** 1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

**BSS 118 College Study Skills**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 1

This course covers skills and strategies designed to improve study behaviors. Topics includes time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

**BSS 120 Career Assessment**  
**Prerequisite:** Determined by instructor.

**Credit Hours:** 1

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, student should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

**BSS121 Managing A Team**

**Prerequisite:** Determined by instructor

**Credit Hours:** 1

This course focuses on the process of the individual with an awareness of the reality in a the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.



*\* Developing Responsible Citizens\**

## Adult Literacy (ADL) Course Descriptions

The adult literacy program at J. F. Ingram State Technical College is designed to meet a variety of needs. The program is in compliance with the Adult Education Family Literacy Act of 1998. Courses may be taken as a full-time program of four courses per semester or taken in conjunction with certain occupational programs, one or two courses per semester. Programs are designed for students who have serious educational deficiencies, as well as those who need high school review in order to get their GED. To facilitate enrollment, transfers, and progress, ADL courses are non-sequential, and instruction is as individualized as much as possible.

### ADL 020 Math I

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Beginning Math teaches whole numbers, addition, subtraction, multiplication and division. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 021 Math II

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is decimals with continuing attention to whole number problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 022 Math III

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on computation of fractions. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 023 Math IV

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on understanding word problems, with continuing review of previous math criteria. All instructions and materials at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 024 Math V

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on percent problems. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 025 Math VI

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on ratio, proportion and measurement. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 026 Math VII

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on algebra with continuing attention to appropriate word problems. All instructions and materials are at Pre-GED levels. Materials are

geared toward self-pacing with tutorial assistance.

### ADL 027 Math VIII

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on geometry at the Pre-GED level with post-testing on all previous math disciplines. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

### ADL 030 Reading I

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This basic reading course is designed to help introduce comprehension and understanding of basic words, their meanings and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

### ADL 031 Reading II

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This continuing basic reading course is designed to help readers improve their comprehension of basic words, their meanings and spellings. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 032 Reading III**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This continuing basic reading course is designed to help readers improve their comprehension of words, vocabulary, study skills and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 033 Reading IV**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 034 Reading V**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This continuing comprehensive reading course is designed to help readers improve basic comprehension, basic vocabulary, study skills, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress.

**ADL 035 Reading VI**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a qualifier at this level.

**ADL 036 Reading VII**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This continuing elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. Post-testing is a continuing qualifier at this level.

**ADL 037 Reading VIII**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This final elevated comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. All instructions and materials are at Pre-GED levels. Materials are structured toward self-pacing with tutorial assistance. Within each semester, the student is frequently assessed to determine progress. At this level post-

testing is a final qualifier for the State GED exam.

**ADL 040 Learning About Careers**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course introduces students to the many career opportunities that exist in the world of work. Topics include the nature of work, specific job requirements and the impact of interest and aptitude on successful employment. Upon completion, students will be able to summarize aspects of working including job requirements specific to various fields and the impact of one's aptitude and interest.

**ADL 041 Pre-Employment Testing**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course covers the various types of pre-employment tests that job seekers may encounter. Topics will include employment aptitude test, vocational interest inventories, and manual dexterity tests. Upon completion, students should be able to differentiate between aptitude tests, interest inventories, and tests of manual dexterity, and be able to explain the reasons for using each type of test.

**ADL 042 Job Search**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course covers the various obstacles that students will encounter during the job-hunting phase. Topics that will be included are how to obtain an application and how to present oneself to the future employer. Upon completion, students should know how to find a job



and how to search the present day market.

**ADL 044 Employer/Employee Expectation**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course covers the expectations of the employer and the employee. Topics to be discussed include a rate of pay, days off, insurance, vacation, job performance, missed days off work, and reliability. Upon completion, students should know what to expect from his/her employer and what they can expect from the job.

**ADL 045 Safety on the Job**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course introduces safety rules of various occupations. Topics include OSHA standards, reasons for job safety programs, and ways of protecting the environment. Upon completion, students should be able to defend the assertions that OSHA standards, job safety programs, and protecting the environment are important factors in every job.

**ADL 046 Money Management**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course is designed to explore personal income budgeting. Topics include writing checks, cash versus credit buying, taxes, insurance, and saving. Upon completion, students should be able to describe pertinent features of money management.

**ADL 047 Job-Related Vocabulary**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course introduces vocabulary specific to various careers. Topics include mechanical, electrical, automotive, structural, pavements, and other career fields' vocabularies. Upon completion, students should demonstrate a familiarity with career peculiar vocabulary terms.

**ADL 048 Speaking and Listening Skills**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course provides a basic introduction to speaking and listening as tools of various occupations. Topics include attending, active listening, barriers to listening, receiver, message, sender, and feed back. Upon completion, students should comprehend that effective speaking and listening enhance job performance.

**ADL 049 Introduction to Reference Resource**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course expands skills needed to use dictionaries, catalogs, directories, and indexes. Topics include using dictionaries, catalogs, directories, and indexes as tools for gathering information related to career requirements. Upon completion, students should be able to select reference resources most appropriate to search requirements.

**ADL 050 News Media in Everyday Life**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course explores various sources of news for use in occupational planning. Topics include printed, broadcast, and internet resources for news. Upon completion, students should be able to describe typical sources of news and the types of information available in each.

**ADL 051 An Overview of Geography**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course introduces the vocabulary and skills needed to relate to one's surroundings, near and far. Topics include geographical terms used on maps and atlases, demographic concepts, and regional production characteristics. Students completing this course should be able to relate regional characteristics around the globe with products from such regions.

**ADL 052 Understanding Signs and Directions**

**Prerequisite:** Determine by instructor.

**Credit Hours:** 3

This course covers signage used in technical environments. Topics include directional, safety, lock-out-tag-out signs and their meanings. Upon completion, students should be able to take appropriate action as dictated by signage.

occupational Titles, and the Occupational Outlook Handbook.

**ADL 065 Orientation to College**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

This course provides an orientation to college for non-high school graduate enrollees. It includes an introduction to locating and using a wide variety of useful information about colleges in the Alabama Two-Year College System.

**ADL 080 Language Usage I**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Beginning Language: teaches phonics level language-the alphabet, phonetic sounds, basic word construction and pronunciations. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

**ADL 081 Language Usage II**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is continuation and completion of phonics level work and beginning work on basic level language usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

**ADL 082 Language Usage III**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is continuation and completion of basic level language usage, with concentration on sentence structure and usage. All instructions and materials are at Pre-GED levels. Materials are

geared toward self-pacing with tutorial assistance.

**ADL 083 Language Usage IV**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on intermediate level language usage. With concentration on punctuation and correct use of punctuation in sentences. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

**ADL 084 Language Usage V**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on continuation and completion of intermediate level language usage and beginning study of advanced level language usage, with concentration on paragraph structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

**ADL 085 Language Usage VI**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on continuation and completion of advanced level language usage, with concentrated study on essay structure and usage. All instructions and materials are at Pre-GED levels. Materials are geared toward self-pacing with tutorial assistance.

**ADL 086 Test-Taking Skills**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on continuation and completion of essay construction and beginning study skills useful to test taking.

All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.

**ADL 087 Test-Taking Skills II**

**Prerequisite:** Determined by instructor.

**Credit Hours:** 3

Primary focus is on continuation and completion of skills useful to test-taking and final review and post-testing of all previous language disciplines. All instructions and materials are at Pre-GED levels. Materials are geared for self-pacing with tutorial assistance.



*\*Developing Responsible Citizens\**

## Curriculum Listings of Adult Literacy Courses

### Adult Literacy (ADL)

Course Number	Title	Credit Hours
<b>Mathematics</b>		
ADL 020	Math I	3
ADL 021	Math II	3
ADL 022	Math III	3
ADL 023	Math IV	3
ADL 024	Math V	3
ADL 025	Math VI	3
ADL 026	Math VII	3
ADL 027	Math VIII	3
ADL 058	Basic Mathematics	3
ADL 059	Developmental Algebra	3
ADL 060	Basic Geometry	3
<b>Reading</b>		
ADL 030	Reading I	3
ADL 031	Reading II	3
ADL 032	Reading III	3
ADL 033	Reading IV	3
ADL 034	Reading V	3
ADL 035	Reading VI	3
ADL 036	Reading VII	3
ADL 037	Reading VIII	3
ADL 061	Developmental Reading I	3
ADL 062	Developmental Reading II	3
ADL 063	Developmental Reading III	3
<b>Language and Writing</b>		
ADL 080	Language Usage I	3
ADL 081	Language Usage II	3
ADL 082	Language Usage III	3
ADL 083	Language Usage IV	3
ADL 084	Language Usage V	3
ADL 085	Language Usage VI	3
ADL 056	Basic Writing	3
ADL 057	Intermediate Writing	3
<b>Study Skills, Orientation to College and Career Success</b>		
ADL 040	Learning About Careers	3
ADL 041	Pre-Employment Testing	3
ADL 042	Job Search	3
ADL 044	Employer/Employee Expectation	3
ADL 045	Safety on the Job	3
ADL 046	Money Management	3
ADL 047	Job-Related Vocabulary	3
ADL 048	Speaking and Listening Skills	3
ADL 049	Introduction to Reference Resources	3
ADL 050	News Media in Everyday Life	3
ADL 051	An Overview of Geography	3
ADL 052	Understanding Signs and Directions	3

### Technical Training Service...

J. F. Ingram State Technical College provides students with option of pursuing a technical major for specific occupational training. Our technical programs provide trained employees in the following areas:

- Automotive Body Repair
- Automotive Mechanics
- Barbering
- Cabinetrymaking
- Commercial Food Service
- Commercial Sewing
- Cosmetology
- Electrical Technology
- Floristry
- Horticulture
- Masonry
- Furniture Refinishing
- Plumbing
- Upholstery (Automotive)
- Upholstery (Furniture)
- Welding

All Programs are not offered at every campus.

### Brochure 1 -- Front



Dr. J. Douglas Chambers, President

#### Contact Persons:

##### Main Campus:

James Wilson  
Dean of the College

Mr. Al Trawick

Ms. Mary King

##### Draper/Station and Tutwiler Campuses:

Mr. Charles Henderson

Mr. Corey Johnson

Mr. Michael Farris

Ms. Laurie Head...Special Services

#### Main Campus

P.O. Box 220350

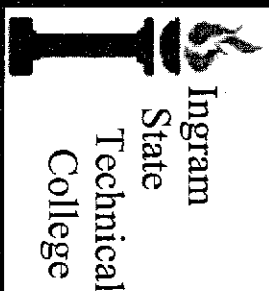
Deatsville, AL 36022

Phone: (334) 285-5177

Fax: (334) 285-3829

## Transition Services

\*Developing Responsible Citizens



**HOURS OF OPERATION**  
7:00AM-3:00PM  
MONDAY-FRIDAY



## SERVICES AT A GLANCE FOR STUDENTS...

Professionals building the nation's most respected correctional transitional program-increased public safety and tax savings for Alabama citizens through reduced recidivism..

### MISSION

J. F. Ingram State Technical College serves the citizens of Alabama by offering accessible, responsible, and quality postsecondary career and technical education to incarcerated men and women, helping them to successfully return to their families and communities.

### GOAL

To be an exemplary system that is responsible and successful in preparing men and women with Life Coping and Transitional skills needed to function as responsible, tax-paying citizens in society. Our primary focus will be to decrease the recidivism rate in Alabama.

### OBJECTIVES

- To provide a purposeful, organized, outcome-oriented transition program to move incarcerated inmates toward a quality adult life upon release from prison.
- To provide sex/health education, cultural diversity and drug/alcohol training, parenting mentoring, financial management, job interviewing, and Life Coping skills.
- To reduce prison costs, minimize victimization, reduce crime and substance abuse.
- Provide financial aid counseling for inmates desiring to continue their post-secondary education after EOS and/or Parole.
- Provide statistics and data for the annual performance report.

- Coordinate all transition services with appropriate Department of Corrections officials.
- Develop a statewide transition program for all D.O.C. facilities.

- Assist all students 26 years of age and below with required transition services prior to EOS and/or Parole.

- Partner with business/industry communities through communication interaction, and volunteer action to provide needed services to our clients.

- Maintain effective and efficient transition programs for all Alabama inmates prior to release which follow them into their communities.

- Address the attitude and personal issues of ex-offenders before and during transition.

- Begin transition training early and continue throughout the final year of incarceration.

- Create and organize a one-stop career/transition center for ex-offenders that provides a variety of services with emphasis on employment and housing.

### HOW TO CONTACT US

Phone: (334) 290-3250  
(334) 514-2140

Fax: (334) 567-2688

E-mail: [atrawick@ingram.cc.al.us](mailto:atrawick@ingram.cc.al.us)

Address: J.F. Ingram State Tech. College

5375 Ingram Road

Deatsville, AL 36022-0350

**Career Counseling**  
Individual assistance is available to all students through the Transition Center in any phase of the transition process. Vocational interest testing is also available.

### Workshop/Seminars

A series of workshops and seminars on employment – related topics and financial aid is available throughout each semester. These workshops and seminars are advertised on each campus and the Job Placement Board. There is no cost to attend the workshops/seminars, and they are open to any current students. The topics include all aspects of life skills and transitional services.

### Technical Training Service...

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Mr. Al Trawick  
Ms. Mary King

##### Draper/Staton and Tutwiler Campuses:

Mr. Charles Henderson  
Mr. Corey Johnson  
Mr. Michael Farris  
Ms. Laurie Head...Special Services

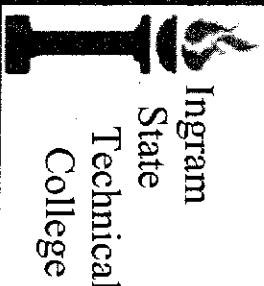
#### Main Campus

P.O. Box 220350  
Deatsville, AL 36022

Phone: (334) 285-5177  
Fax: (334) 285-3829

## Transition Services

\*Developing Responsible Citizens



HOURS OF OPERATION  
7:00AM-3:00PM  
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## VISION

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5375 Ingram Road

Deatsville, AL 36022-0350

## SERVICES AT A GLANCE FOR STUDENTS...

### Career Counseling

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Dr. J. Douglas Chambers, President

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James Wilson  
Dean of the College  
Mr. Al Trawick  
Ms. Mary King

Main Campus  
P.O. Box 220350  
Deatsville, AL 36022

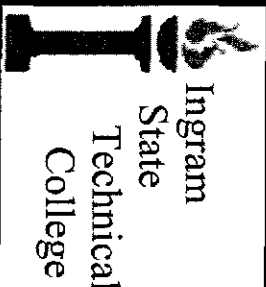
#### Draper/Staton and Tutwiler Campuses:

Mr. Cory Johnson  
Mr. Charles Henderson  
Mr. Michael Farris  
Ms. Laurie Head...Special Services

Phone: (334) 285-5177  
Fax: (334) 285-3829

## JOB PLACEMENT Services

\*Developing Responsible Citizens



HOURS OF OPERATION  
7:00AM-3:00PM  
MONDAY-FRIDAY

# **VISION** **A CATALYST OF NEW** **DIRECTIONS FOR INMATES** **EMPLOYMENT** **OPPORTUNITIES**

## **MISSION**

J. F. Ingram State Technical College serves the citizens of Alabama by offering accessible, responsible, and quality postsecondary career and technical education to incarcerated men and women, helping the to successfully return to their families and communities.

## **GOAL**

To be an exemplary system that is responsive to job placement along with follow-up needs of it's students and graduates throughout the various communities within the state of Alabama and helping them obtain appropriate quality employment in an effort to reduce recidivism.

## **OBJECTIVES**

- Assist students in the transitional phase of leaving prison and becoming a permanent part of the "work force"
- Provide career counseling and employability skills to students.
- Track all former graduates, certificate students, and other non-completers.
- Provide data to help produce an annual recidivism report.
- Develop and maintain a statewide network of employers.

- Provide necessary information and liaison between employers and different state agencies concerning tax credits associated with hiring ex-inmates.

- Remain in contact with businesses that hire Ingram students.

- Coordinate all placement activities with the Department of Corrections.

- Develop Student portfolios (printed and electronic) and disseminate employers.

- Develop contacts with the widest possible range of potential employers to fill staff vacancies with Ingram students.

- Coordinate placement activities for graduates and other non-completers with parole officers statewide.

## **HOW TO USE OUR SERVICES**

**Mail us or call directly at**

(334)290-3255  
 (334) 290-3250  
 (334) 290-3247

**E-mail: [jwilson@ingram.cc.al.us](mailto:jwilson@ingram.cc.al.us)**

## **SERVICES PROVIDED TO EMPLOYERS**

- Free job listing for employers.
- Free employment referral service to employers of our graduates and non-completers.
- Pre-screen job applicant and match qualified applicants to specific requirements.

# **SERVICES AT A GLANCE FOR** **STUDENTS...**

## **Job Search Resources**

The Job Placement Center retains a variety of resource materials to aid in job searches. Students may use employers and view the company information that is on file. In addition, the center includes books, videotapes and handouts that offer instruction on all topics relating to pre-employment and employment skills.

## **Career Counseling**

Individual assistance is available to all students through the Job Placement Center in any phase of the career planning process. Vocational Interest testing is also available by appointment.

## **Workshop/Seminars**

A series of workshops and seminars on employment-related topics are offered throughout each semester. These workshops and seminars are advertised on each campus and the Job Placement Board. There is no cost to attend the workshops/seminars, and they are open to any current students. The topics include all aspects of employability skills.

## What is TRIO Programs?

TRIO is educational opportunities for low-income & disabled Americans. TRIO is a series of programs to help project participants enter college, graduate, and move on to participate more fully in America's economy and social life. Over 1,000 colleges, universities, community colleges, and agencies now offer TRIO programs. These programs include:

*Upward Bound*

*Talent Search /Student Support Services*

*Ronald E. McNair Post Baccalaureate Achievement*

*Education Opportunity Centers*



## Contact Information

Fill out the below information and drop it by the Student Services Department or Student Support Services office on your campus!

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Campus: \_\_\_\_\_

Program of Study (trade): \_\_\_\_\_

## Contacts

### Main Campus

James E. Wilson  
Dean of the College

Malcolm Montgomery  
Director of  
Student Support Services

Leigh Ann Roberts  
Secretary

Jackie Harrell  
Student Advisor

Alvin Pace  
Tutorial Coordinator

### Draper & Tutwiler Campuses

William Hodge  
Tutorial Coordinator

Office Hours 7:00am-3:00pm

SUCCESS IS HOW HIGH YOU GO AFTER  
YOU'VE TAKEN A FALL

**TRIO**  
STUDENT SUPPORT SERVICES

at  
**Ingram State  
Technical College**  
Since 1980



Developing Responsible Citizens

5375 Ingram Road  
Deatsville, AL 36022  
(344) 285-5177  
(344) 290-3261

## How will I know I need Student Support Services?

(check those that apply to you)

- ☐ Had problems in the past with one or more basic academic subjects? (reading, math, and/or language)
- ☐ Had to withdraw from a class because you could not keep up with the class work.
- ☐ Not sure which courses to take each semester?
- ☐ Failed a course?
- ☐ Need counseling with personal or academic career issues?
- ☐ Not sure how to transfer to a 4-year college after graduation?
- ☐ Financial aid cancelled because of failed grades?

Student Support Services is a federally funded program of the U.S. Dept. of Education that's designed to help low-income, first-generation, and disabled college students stay in school and graduate. The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

Student Support Services at Ingram State Technical College is proud to continue to offer its students the following services:

(circle the services you wish to receive)

### Academic Tutoring in:

Reading  
Math  
Language

### Counseling

Personal  
Academic  
Financial Aid

Transfer to a 4-year University

### Career Development

Life Skills  
GED/ACT Testing  
Career Planning

## Services continued

### Workshops

Study Skills  
Test Taking  
Self-Esteem

Decision Making

Retention & Graduation

Cultural Enrichment

### Mentoring

Education/Life Portfolio  
Character Building

### Computer Assisted Instruction

Shopware

GED/ACT Prep

### Assessment

TABE

Career Interest Inventory

Pre-GED



## Services

### Student Support Services

The purpose of Student Support Services is to identify qualified low-income, first generation college students or physically handicapped students who are enrolled or accepted for enrollment by an institution that are recipients of federal grants and to provide support services for such students who are pursuing post-secondary education. The goal of this program is to increase the retention and graduation rates of these students. Additional services such as college career counseling and workshops/seminars with representatives of four-year institutions are designed to assist currently enrolled students to become qualified for, to secure admission to, and receive financial aid for successful achievement in four-year institutions of higher education. Any student or prospective student who is interested in these services can contact an Ingram State Students Support Services representative or ask any member of J. F. Ingram State Technical College faculty for more information.

### Special Services

Special Services serves inmates under the age of 21-years who are eligible for special education (special needs that may affect one's ability to learn without special modifications and/or accommodation). Do you have special learning needs? Help is available if you qualify.

### Adult Literacy

The adult literacy program at J. F. Ingram State Technical College is designed to meet a variety of needs. Courses may be taken as a full-time program of four courses per semester or taken in conjunction with certain occupational programs, one or two courses per semester. Program are designed for students who have serious educational deficiencies, as well as those who need high school review in order to get their GED.

### General Education

The specific courses recommended to each AAT degree student to fulfill his/her general education core curriculum will be designed to fit each student's goal. The major areas from which these courses will be selected include composition, humanities, computer information science, mathematics, political science, and history. Courses in these areas are essentially similar in content to courses taught at Alabama's junior and community colleges, and they will be chosen from the approved Postsecondary Course Directory; however, students must be aware that these are AAT required courses, not transfer courses.

## Brochure 5 – Front

### College Preparatory/Developmental Studies

Developmental courses are designed for students enrolled in occupational programs and who have demonstrated certain educational deficiencies. Typically, one developmental course will be taken each semester as needed to promote achievement in later vocational-technical academic courses. Students may or may not have their high school diploma or GED, but they have had some background in regular high school courses. Therefore, the developmental courses are remedial review in content and class-oriented in presentation.

### **\*Developing Responsible Citizens\***

#### **Dr. J. Douglas Chambers**

President

**James E. Wilson**

Dean of the College

**Dr. James T. Merk**

Dean of Instruction

**Monica J. Greene**

Dean of Fiscal Affairs

**J. F. Ingram State  
Technical College**



**Ingram  
State  
Technical  
College**

**\*Developing Responsible Citizens\***

**P.O. Box 220350**

**Deatsville, AL 36022**

#### Main Campus

**(334) 285-5177**

**Fax: (334) 285-3829**

#### Draper/Station Campus

**(334) 514-5059**

**Fax: (334) 567-2688**

#### Tutwiler Campus

**(334) 567-2555**

**Fax: (334) 567-5791**



**Mission Statement**

J. F. Ingram State Technical College serves the citizens of Alabama by offering accessible, responsive, and quality postsecondary occupational training and related educational services to incarcerated men and women, helping them to successfully return to their families and communities.

**Institutional Goal**

The following statements include goals of J. F. I. State Technical College.

1. To ensure Ingram State graduates to participate successfully in a rapidly changing and competitive workplace, the college awards the Associate of Applied Technology, Certificate of Completion, and certificate of Employability in postsecondary vocational/technical programs.
2. To enable students to communicate and compete effectively, the college offers general education courses, including an academic core for AAT candidates.
3. Provide access to educational opportunity, the college offers developmental/college preparatory programs (including adult literacy and GED preparation), which assist individuals to improve their basic learning skills, overcome educational deficiencies, and make satisfactory progress toward their educational goals.
4. To ensure effective instruction, the college retains qualified and talented faculty, who are committed to teaching and service.
5. To assist students in formulating and achieving their career, educational and personal goals, the college offers essential student services, for example, career counseling, academic and vocational advisement, and job placement assistance.
6. To support quality educational programs and services, the college continually assesses facilities, instructional equipment, and learning resources collections.
7. To fulfill it's community service obligations, the college assumes live-work projects, which serve as practical learning experiences for students.
8. To augment it's educational and service efforts, the college effects and maintains beneficial relationships with other governmental agencies.
9. To monitor it's mission and to enhance it's planning and decision-making functions, the college seeks broadly participatory advisement from may different groups, for example, the general advisory council and craft committees.
10. To gauge fulfillment of the college's mission, Ingram State employs systematic planning and assessment processes, which ensure effective and prudent utilization of resources, promote continuous improvement of all programs and services, and provide accountability.

**Occupational Programs**

<b>ABR</b>	Automotive Body Repair (Draper/Station)
<b>AUM</b>	Automotive Mechanics (Main) (Tutwiler)
<b>BAR</b>	Barbering (Draper/Station) (Main)
<b>CAB</b>	Cabinet Making (Main)
<b>CAR</b>	Carpentry (Draper/Station)**
<b>CFS</b>	Commercial Food Service (Draper/Station) (Tutwiler)
<b>CMS</b>	Commercial Sewing (Tutwiler)**
<b>COS</b>	Cosmetology (Tutwiler)**
<b>DEM</b>	Diesel Mechanics (Draper/Station)
<b>DDT</b>	Drafting & Design Technology (Draper/Station)*
<b>ELT</b>	Electrical Technology (Draper/Station)
<b>INN</b>	Floristry (Tutwiler)
<b>HOC</b>	Horticulture (Main)**
<b>MAS</b>	Masonry (Draper/Station)
<b>FUR</b>	Furniture and Refinishing (Main)
<b>PLB</b>	Plumbing (Draper/Station)
<b>UPH</b>	Upholstery (Automotive) (Main)
<b>UPH</b>	Upholstery (Furniture) (Main)
<b>WDT</b>	Welding (Draper/Station) (Main) (Tutwiler)

\* Denotes Associate in Applied Technology Degree Programs.  
 \*\* Denotes Short-Term Certificate.

**General Admission**

**Associate in Applied Technology Degree Programs**

1. Applicants must be at least sixteen years of age.
2. Applicants who hold a diploma issued by a regionally and/or state accredited high school are eligible for admission.
3. Applicants who have successfully completed the General Education Development (GED) are eligible for admission.
4. Students will be admitted to the program at the beginning of each semester.
5. Applicants must ideally achieve a raw score of 8.0 or above on the "reading skills" portion of the TABE assessment instrument.

**Certificate Programs**

Applicants for admission to diploma or certificate programs, and other courses not creditable toward an associate degree, may be admitted without a high school diploma or the equivalent if they meet all of the following "Ability to Benefit" criteria:

1. Applicants must be at least sixteen years of age.
2. Applicants must be recommended by their correctional facility job board.
3. Applicants must achieve a raw score of 5.0 or above on the "reading skills" portion of the TABE assessment instrument. The score of 5.0 enables a student to go into the Developmental Studies classes, but to enroll in an occupational program, the student must score an 8.0 on the TABE.
4. Applicants who do not meet these requirements may appeal to the institutional educational planning committee at their facility. This committee may make recommendations to the admissions for a waiver.